

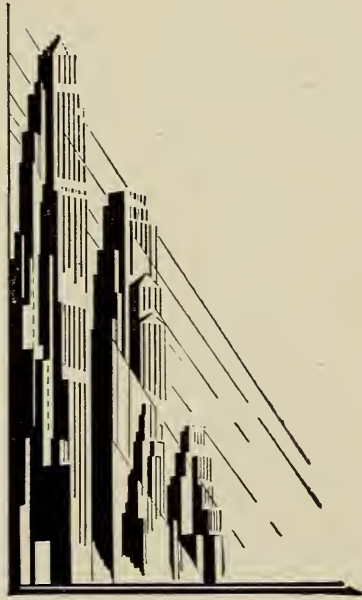
DEAN OF STUDIES
BOSTON COLLEGE



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Boston College Bulletin

INFORMATION ON ENTRANCE REQUIREMENTS



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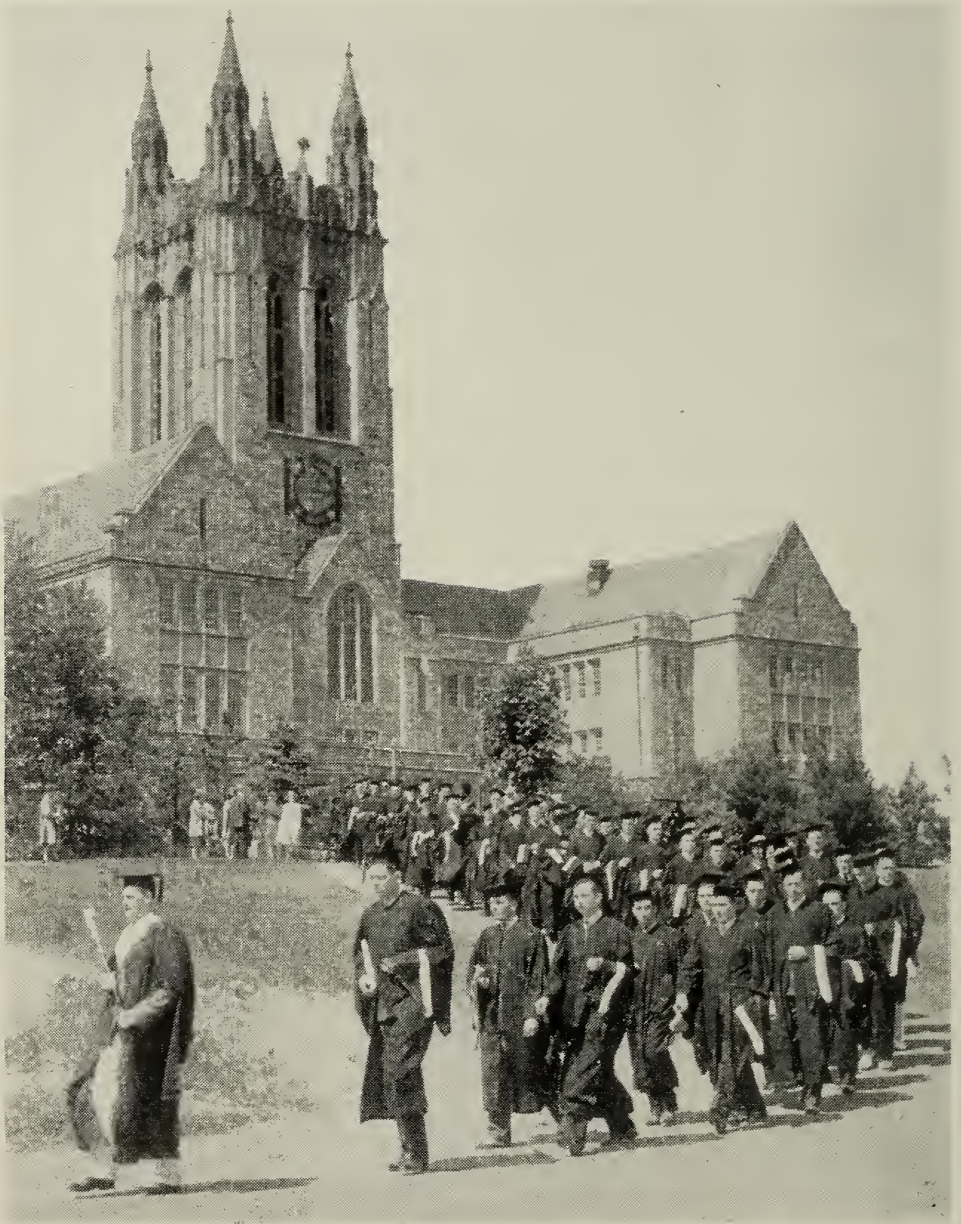
THE COLLEGE OF BUSINESS ADMINISTRATION
BOSTON COLLEGE
CHESTNUT HILL, MASS.

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COMMENCEMENT PROCESSION—1939

Historical Statement

In the year 1849, the Right Reverend John B. Fitzpatrick, bishop of Boston, assigned the administration of the then new Church of St. Mary, on Endicott Street, in the North End, to the Jesuit Fathers of the Maryland-New York Province of the Society of Jesus. This was the first foundation of the Jesuits in the city of Boston.

Ten years later, in August, 1857, through the cooperation of the Hon. Alexander H. Rice, then mayor of Boston. and later governor of the State of Massachusetts, a plot of ground was purchased on Harrison Avenue, by Rev. John McElroy, S. J., Superior of the Boston community of Jesuits. Here was begun the erection of a church, a building for high school and college classes, and a dwelling for the Jesuits who were to be the teachers.

However, before the new High School and College building was completed, a school called "The Immaculate Conception Sodality Latin School" was opened on Hanover Street. This was on September 12, 1858. There was no intention that this school should be a permanent foundation; it was opened as a result of a conflict between Catholic students in the public schools and the authorities of these institutions, which conflict resulted in the celebrated "Whall Case." The sessions of this temporary foundation were terminated in the fall of 1861.

The new buildings on Harrison Avenue were completed in 1860, and in March of the following year the church, dedicated to the Immaculate Conception, was formally opened. Because of a lack of Jesuit professors the high school and college were not opened at this time, and the buildings were used from 1860 to 1863 as a House of Study for Jesuit students of Theology, who, at the end of this period were transferred to Georgetown University, Washington, D. C. On March 31, 1863, a charter was issued to the Trustees of Boston College by the Massachusetts State Legislature empowering the College to grant all degrees accustomed to be granted by Colleges in the Commonwealth, with the exception of degrees in Medicine.

An amendment to the Charter, passed on April 1, 1908, at the time when the transfer of the College to its new location in Newton was being planned, changed the legal name of the Corporation, granted the power to confer Medical Degrees, and removed the limitation as to endowment contained in the original document.

The first sessions of the new college were conducted on September 5, 1864. Rev. John Bapst, S. J., was its first President, and Rev. Robert Fulton, S. J., its first Dean. Twenty-two students were enrolled. For twelve years, until 1876, no courses in Philosophy were offered, and students, after the completion of their sophomore years, transferred to other colleges.

In 1876, a Professor of Philosophy was added to the faculty, and thus the Junior Year was added to the course. In the following year, the first class was graduated; twelve were awarded the degree Bachelor of Arts, and one, the degree Master of Arts. Meanwhile the number of students in the college began to increase, and the college grew with the years.

On January 6, 1907, Rev. Thomas I. Gasson, S. J., was appointed President. Wisely foreseeing the possibility for greater growth, Father Gasson, on December 18, 1907, purchased the present site of the college, a plot of ground in the Chestnut Hill section of the City of Newton, almost adjoining the boundary of the City of Boston. This land, an eminence of prominence, is located between Commonwealth Avenue and Beacon Street and overlooks the picturesque Chestnut Hill reservoir.

Plans for a group of buildings in the English collegiate gothic style of architecture were drawn up and accepted. Work was begun shortly after, and the first building in the proposed group was completed on March 28, 1913. Sessions of the senior class were conducted in it from the time of its completion until the June commencement, and the class of 1913 was the first to be graduated from the new college. On June 15 of the same year, the fiftieth year of College's existence, Right Reverend Joseph G. Anderson, D. D., formally dedicated and blessed the new building. In the following September all classes were transferred from the Harrison Avenue school to University Heights, the name given to the new location. Thus was affected the complete separation of Boston College and Boston College High School.

Rev. Charles W. Lyons, S. J., succeeded Father Gasson as President, in January, 1914. He in turn was succeeded by Rev. William Devlin, S. J., and Rev. James H. Dolan, S. J. During the regencies of these three Presidents three more buildings were added, a faculty residence, a science hall and a library.

St. Mary's Hall, the faculty residence, was completed in January, 1917; classes were conducted for the first time in the Science Hall with the beginning of the school year, 1924; and in June, 1928, the library was dedicated.

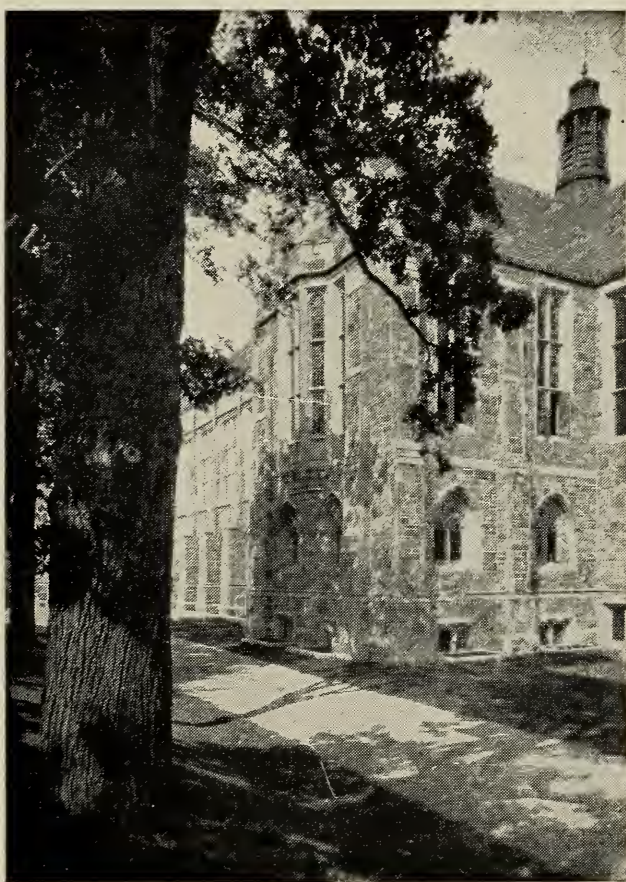
To the original College of Arts and Sciences, other schools have been added in recent years. An Extension School was begun during the presidency of Father Lyons, and a Graduate School under the administration of Father Devlin. Graduate School courses are conducted at University Heights, and the Extension School is located at 126 Newbury Street, in Boston.

In 1927, two private Houses of Study, conducted by the Society of Jesus for the training of its own members, one at Shadowbrook in West Stockbridge, and the other at Weston College, Weston, were affiliated with Boston College, and the courses given in both institutions were approved as courses leading to academic degrees.

During the presidency of Father Dolan, a School of Law was opened in the Lawyers' Building, on Beacon Street, Boston, in September, 1929. Rev. John B. Creeden, S. J., was appointed Regent. At the same time evening classes were begun in a Junior College to afford educational opportunities to students unable to attend day sessions at University Heights. The sessions of the Junior College are now conducted in the Newbury Street quarters of the Extension School. Rev. Louis J. Gallagher, S. J., who has succeeded Father Dolan as President, perfected a plan for the opening of a School of Social Work. This school began its sessions in September of 1936, and the direction of the school was entrusted to Rev. Walter J. McGuinn, S. J., Dean. Its classes are being conducted at 126 Newbury Street, Boston.

The College of Business Administration

Rev. William J. McGarry, S. J., succeeded Father Gallagher as President, July 1, 1937. During the following year the Diamond Jubilee of the College was observed. Seventy-five years had elapsed since the issue of the Charter to the Trustees of Boston College by the Massachusetts State Legislature.



In the early spring of the Jubilee Year, Father McGarry announced the opening of a new department of the Greater Boston College, the College of Business Administration. The four-year curriculum of the new school includes all courses in Philosophy, Ethics and Religion which are given in the traditional A. B. course, as well as the courses in English, Modern Language and History which are of cultural value in rounding out the complete scholar. To these Liberal Arts studies are added in planned proportion the courses in Business Econ-

omics, so that a balance is preserved between those two divisions of studies not only in their entirety, but also in each year of the undergraduate period. Upon the successful completion of this course the degree of Bachelor of Science in Business Administration is conferred.

The first Freshman Class of the College of Business Administration convened in September of 1938 at the Boston College Intown Centre, 126 Newbury Street, Boston. The Rev. James J. Kelley, S. J., was appointed Dean.

Within two years the Intown Centre proved entirely inadequate for the rapidly growing school and arrangements were made to transfer all classes to the College campus at University Heights for the opening of classes in September, 1940. In these collegiate surroundings every opportunity for the future development of the new College will be provided.

In its internal plan of organization, the College of Business Administration offers a division of studies between the Liberal Arts group and Business Economics as follows:

Liberal Arts Studies:

English	Government
Modern Language	Religion
History	Sociology
Speech	Philosophy

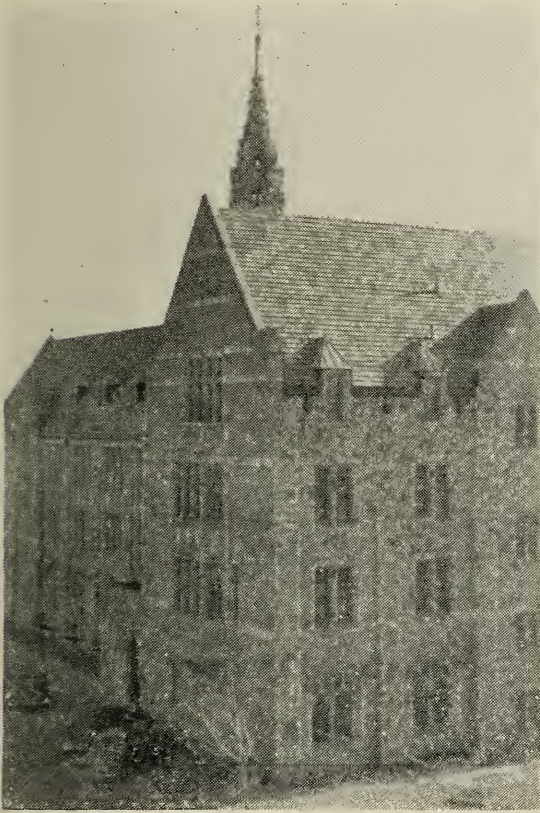
Business Economics:

Accounting	Corporation Finance
Banking	Management
Business Law	Marketing
Business Organization	Retail Distribution
Economics	Taxation

ENTRANCE TO LAW SCHOOL

The program of studies in the College of Business is so arranged that any regular matriculated student who fully meets secondary school and other entrance requirements for the degree course may qualify for admission to the Boston College Law School. A minimum of two years of College work is required for this qualification.

Students who desire to enter any school of law other than that of Boston College should communicate with authorities of that school for detailed requirements.



ADVISORY COUNCIL

The College gratefully acknowledges the cooperation of the business and professional men named below, whose advice and assistance will promote the aims of the College of Business Administration.

Henry F. Barry, *Manager, Business Office, New York Telephone Co.*

Bartholomew A. Brickley, *Lawyer, Brickley, Sears & Cole.*

James J. Byrnes, *President, New England Division, The Great Atlantic & Pacific Tea Company.*

James H. Carney, *Kaler, Carney, Liffler & Co., Insurance.*

William B. Carolan, *Vice President, National Rockland Bank.*

Frederick A. Carroll, *Vice President and Attorney, The National Shawmut Bank of Boston.*

Michael H. Corcoran, *Corcoran, Soule & Co.*

Charles M. Corey, *Manager, Agency Dept., John Hancock Mutual Life Insurance Co.*

John W. Cronin, *Vice President and General Counsel, Liberty Mutual Insurance Co.*

John Donnelly, *Vice President, John Donnelly & Sons, Outdoor Advertising*

Donald Falvey, *Treasurer and Secretary, Massachusetts Bonding and Insurance Company.*

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J. J. Prindiville, *President, La Point Machine Tool Co., President,*
International Engineering Co.

Vincent P. Roberts, *Member of Firm, V. P. Roberts & Company,*
Wool Dealers.

Thomas F. Scanlan, *Member of Firm, V. P. Roberts & Company,*
Wool Dealers.

Joseph H. Sheehan, *Examiner, Reconstruction Finance Corporation.*

George C. Shields, *President and Treasurer, Shields Foundry Company.*

Edward Watson Supple, *Cashier, The Merchants National Bank of Boston.*

John Francis Tinsley, *President and General Manager, Crompton & Knowles Loom Works, President and Treasurer, Crompton & Knowles Jacquard & Supply Co.*

James A. Walsh, *Treasurer, Universal Textile Corporation.*

Edward F. Williams, *Resident Manager, American Woolen Company, Inc.*

Charles N. Winship, *Treasurer, Winship-Boit Company.*



System of Education

The system of education followed at Boston College is similar to that of all colleges of the Society of Jesus. It is based upon the "Ratio Studiorum" or "Jesuit Plan of Studies", which is a code of laws, precepts and instructions for the guidance of officials directing a college and of professors and instructors in the classroom. This system has as its purpose the full and harmonious development of all that is distinctively human in man. It does not consist, therefore, of mere instruction or the accumulation of knowledge, but rather it is that complete formation which aims to develop side by side the moral and intellectual faculties of the student. To improve the memory, to discipline the understanding, to strengthen the will, to refine the feelings, to cultivate the taste and form the manners,—this is the objective and the result of this proper development of all the human faculties is culture.

In her College of Business Administration, Boston College has formulated a program of studies which rests firmly upon this traditional Jesuit system of education. Such instruments of education, that is, such studies, are chosen as will effectively further that end. These studies are chosen, moreover, only in that proportion and in such numbers as are sufficient and required. It is obvious that there is a real need in the business world of today for men of true culture, men who have received a threefold equipment, namely the moral training so necessary for men of Christian character, the cultural training so necessary for men of intelligence and refinement, the

specialized technical training so necessary for leaders in the complicated economic systems of the modern state. The studies, therefore, are so graded and classified as to be adapted to the mental growth of the student and the scientific unfolding of knowledge; they are so chosen and communicated that the student will gradually and harmoniously reach that measure of culture of which he is capable. It is fundamental in the Society of Jesus that different studies have distinct and peculiar educational values. The specific training given by one cannot be supplied by another.

Because of this conviction, the College of Business Administration gives a position of honor to those instruments of culture, Languages, History and Philosophy. Languages and History have always been held in esteem as leading factors in education. They are, truly, manifestations of spirit to spirit, and by their study and for their acquirement the whole mind of man is brought into widest and subtlest play. The acquisition of Language especially calls for delicacy of judgment and fineness of perception, and for a constant, keen and quick use of the reasoning powers. They exercise the student in exactness of conception in grasping the foreign thought and in delicacy of expression in clothing that thought in the dissimilar garb of the mother-tongue.

In order that the student may perfect his study by a deeper insight into the fundamental causes and ultimate reality of things, a complete course of Scholastic Philosophy is given. The pursuit of this course of philosophy leads to a broadening of intellectual vision and a strengthening of moral training that are in accord with the universal principles of human knowledge and established laws of human conduct. In the final stage of collegiate development the student is thus enabled to exercise the powers of keen analysis and self-criticism, to apply to the practical problems of life the faculties of memory and imagination which have been developed by the study of Literature and History.

Naturally the major part of the curriculum in the College of Business Administration is devoted to the subjects of business economics, but this according to a definite plan and keeping always in mind the principle of unity which is of such prime importance in education. During the first two years the student is required to follow a prescribed course of study, thus securing the broad foundation upon which to base the more technical courses offered in the last two years. The executive or managerial point of view is stressed in the advanced courses in labor, production, marketing, finance and accounting. The purpose of the training is to aid the student in developing his ability to identify and to solve business problems: to adjust his business practices to changing social and economic situations. Boston College hopes to prepare young men to become

efficient leaders of the future. Hence it will present and illustrate such sound principles of management as are applicable to both big business and small business. Large-scale business has come to stay. On the other hand there are industries and situations which still call for the small business. If these small-scale businesses are to be operated with profit to the owner and with satisfactory service to the public, it is imperative that sound principles of business administration be applied to them. Such a plan of education certainly will not displace practical experience, but it should supplement and strengthen it by shortening the period of apprenticeship otherwise necessary and by giving a broad and thorough knowledge of the major divisions of business administration.

Finally, the system does not share the illusion of those who seem to imagine that education, understood as an enriching and stimulating of the intellectual faculties, has a morally elevating influence in human life. While conceding the effects of education in energizing and refining imagination, taste, understanding and powers of observation, it has always held that knowledge and intellectual development of themselves have no moral efficacy. Cardinal Newman has said "Quarry the granite rocks with razors, or moor the vessels with a thread of silk, and then may you hope to contend with those giants, the passions and the pride of man, with such keen and delicate instruments as human knowledge and human understanding". Religion alone can purify the heart, and guide and strengthen the will.

The Jesuit system of education, then, aims at developing, side by side, the moral and intellectual faculties of the student, and at sending forth to the world men of sound judgment, of acute and rounded intellect, of upright and manly conscience. And since men are not made better citizens by the mere accumulation of knowledge, without a guiding and controlling force, the principal faculties to be developed are the moral faculties. Moreover, morality is to be taught continuously; it must be the underlying base, the vital force supporting and animating the whole organic structure of education. It must be the atmosphere the student breathes; it must suffuse with its light all that he reads; illuminating what is noble and exposing what is base, giving to the true and the false their relative light and shade.

By such a well-balanced program of professional and cultural subjects, supplemented by an equally complete training in Christian morality and Religion, does Boston College, through her College of Business Administration, hope to train for the various fields of business activity, young men who will prove to be not only competent, but also upright and God-fearing, genuine business men.



Religious Training

In the admission of students, no discrimination is made on the ground of religious belief. Students who are not of the Catholic Faith will be exempt from attendance at religious exercises conducted by the College and at the courses of instruction which deal with the Evidences of Religion, unless such students freely choose to be present at these exercises and classes.

Nevertheless, in the light of what has been said in the preceding section, training in Religion is considered of primary importance in Education properly understood. The authorities of the College are persuaded, in common with their Religious brethren who conduct Jesuit Colleges throughout this country and in various parts of the world, that Education truly fulfills its function of developing the natural human powers and thus preparing the students for a fruitful life after leaving college, only when a solid and thorough intellectual training is supplemented by equally complete training in Christian morality and Religion. Nor is this Religious Training to be considered of relatively minor value; on the contrary it is held to be of primary importance in the formation of the Christian gentleman and the loyal citizen; and in point of fact, the activities which affect

the development of the student's moral being may in the strictest sense of the term be rated as more important than the various curricular and extra-curricular activities which minister to his intellectual or physical development.

The Religious Training consists first of all in a general and all-pervading background against which are projected all the individual elements which make the College course; it is an atmosphere which surrounds and permeates the College life; it is a subtle influence born of the power of associations and example, of the persistent presentation of noble motives and high ideals, of the kindly admonition, correction, guidance, instruction and exhortation of a body of teachers who are themselves thoroughly grounded in the highest form of religious culture through a life led according to lofty principles of asceticism.

This Religious Training also takes the form of religious instruction given during class periods which form an integral element of the curriculum. The College authorities believe that religious truths form a body of doctrines which are definite and certain and which may be taught and studied with as much exactness as Language or Philosophy, and as scientifically as other branches of human knowledge. Hence the study of Religion is required and the courses in the Evidences of Religion are conducted as ordinary lecture courses with class recitations, repetitions and examinations. The subject-matter of these courses is so arranged that during the four years college course, the student covers the entire cycle of Catholic dogmatic and moral teachings.

This religious instruction is supported by various religious activities and practices which may be classed as spiritual extra-curricular activities. The League of the Sacred Heart and its attendant devotions are encouraged. Sodalties of the Blessed Virgin foster that devotion to the Mother of God which is the youth's safeguard in adolescence. The Mission Crusade serves to help the struggling missions in foreign lands, and to develop in the students the spirit of charity and self-sacrifice towards others who are spiritually less favored. All students are required to make an annual Retreat, and an additional special Retreat for Seniors is conducted each year just before Commencement. The frequent use of the Sacraments of Penance and Holy Eucharist, the twin means divinely planned to safeguard and strengthen the human soul against evil, should be an important item in the moral life of a Catholic young man, and nowhere is it more earnestly advised or insisted on than in a Jesuit College.



Entrance Requirements

GENERAL STATEMENT

The administration of the Requirements for Admission to the College of Business Administration of Boston College is in the hands of the Director of the Board of Admissions. The executive details are administered by the Dean and the Registrar of the College, who will gladly furnish application blanks and all desired information to prospective candidates, parents and Secondary Schools. Application on the form supplied by Boston College must be filed with the Registrar of the College of Business Administration before May 15 to receive consideration for the June, 1940 Entrance Examinations. To receive consideration for admittance in September, 1940, all applications must be on file with the Registrar of the College of Business Administration before August 20, 1940.

All applicants for admission to the College of Business Administration must have successfully completed four (4) years of study in an approved Secondary School; the studies taken in Secondary School must include a sufficient amount of the branches of study which the College recognizes for admission; the applicants must present evidence of graduation and of honorable dismissal from the authorities of the school or college which they last attended; they must also present evidence testifying to their good moral character and their general capability to follow the courses at the College of Business Administration of Boston College and live up to the standards which the College exacts of its students. Moreover candidates must present evidence of scholastic qualifications in any one of the following ways:

1. *Full certification by an approved secondary school.*
2. *Partial certification and satisfactory grades in some one of the approved forms of college entrance examinations.*
3. *Passing grades in some one of the approved forms of college entrance examinations in all required subjects.*

Upon receipt of application, properly filled out on the College of Business Administration form, the Board of Admissions will, through the College Registrar, notify the candidate whether his Secondary School record merits full, partial or no certification. If partial, or not certified, the candidate will be notified what Entrance Examinations will be required.

As the enrollment of the Freshman Class is restricted in numbers, it is impossible for the College to accept all who satisfy the Entrance Requirements. Merely to satisfy the requirements, therefore, does not assure an applicant of admission to the College, since the applicants who will be accepted will be those whose qualifications are the best.



“ENTRANCE UNITS”

When subjects taken in Preparatory School or High School are offered for admission to the College of Business Administration, and when the College investigates whether the applicant has taken a sufficient amount of the required subjects to satisfy the Entrance Requirements, the amount of time which has been devoted to the various branches

of study in Secondary Schools is computed on a basis of “Entrance Units” or “Entrance Credits.”

“Admission requirements are uniformly announced in terms of ‘units.’ The National Conference Committee on Standards of Colleges and Secondary Schools has described a unit in this way:

“A unit represents a year’s study in any subject in a secondary school, constituting approximately a quarter of a year’s work.

“A four-year secondary school curriculum should be regarded as representing not more than sixteen units of work.

“This statement is designed to afford a standard of measurement for the work done in secondary schools. It takes the four-year high school course as a basis, and assumes that the length of the school year is from thirty-six to forty weeks, that a period is from forty to sixty minutes in length, and that the study is pursued for four or five periods a week; but under ordinary circumstances, a satisfactory year’s work in any subject cannot be accomplished in less than one hundred and twenty sixty-minute hours, or their equivalent. Schools organized on any other than a four-year basis can, nevertheless, estimate their work in terms of this unit.”

Amer. Univ. and Coll. Amer. Counc. on Educ., Robertson, p. 19.

List of Secondary School Units Acceptable for Admission to the College of Business Administration

Units	Units
English I (Grammar and Composition) 2	Intermediate French 1
English II (Literature) 2	Elementary German 2
Ancient History 1	Intermediate German 2
American History 1	Elementary Italian 2
English History 1	Intermediate Italian 1
American History and Civil Government 1	Elementary Spanish 2
European History 1	Intermediate Spanish 1
World History 1	Elementary Algebra 1
Modern History 1	Intermediate Algebra 1
Medieval History 1	Commercial Arithmetic 1
Civil Government 1/2	Plane Geometry 1
Problems of Democracy 1	Solid Geometry 1/2
Latin (Elementary) 1	Plane Trigonometry 1/2
Latin (Caesar) 1	Chemistry 1
Latin (Cicero) 1	Physics 1
Latin (Virgil) 1	Biology 1
Greek (Elementary) 1	Botany 1
Greek (Xenophon's Anabasis) 1	Zoology 1
Greek (Homer's Iliad) 1	Economics 1
Elementary French 2	Astronomy 1
	Elementary Science 1
	Law 1
	Social Studies 1

The College also recognizes for admission "Units" offered in other branches of study not mentioned in the foregoing list. However it is required for recognition of these subjects that they be recognized by the Secondary School as credits towards graduation.

SECONDARY SCHOOL UNITS REQUIRED FOR ADMISSION TO THE COURSE OF BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Fifteen units are required for admission to the College of Business Administration.

I. English, four units; Algebra, one unit; Plane Geometry or Commercial Arithmetic, one unit, (candidates offering Plane Geometry are given preference over those offering only Commercial Arithmetic); Modern Language, two units, (students lacking entrance units in Modern Language may begin a language in Freshman year but they must continue it through Junior year. Candidates who cannot present entrance units in Modern Language may substitute credit in the subjects listed as entrance units, subject to the approval of the Board of Admissions).

Total 6 or 8.

II. Two or more units from the following group: Latin, Science (Chemistry, Physics, Biology), Social Sciences.

Total 2.

III. In addition to the units required under numbers I and II a sufficient number of units to make a total of fifteen must be offered.
Confer page 18.

Total 5 or 7.

Subject to the conditions stated above under entrance requirements, the following units are necessary for admission.

English	4
Algebra	1
Plane Geometry or Commercial Arithmetic	1
Latin, Science, Social Sciences ..	2
Modern Language	2
Other Subjects	5
	15

Intermediate and elementary Modern Language courses are offered in French, Spanish, Italian and German. Intermediate courses presuppose at least two years of secondary school preparation in the language. Students who have had two years of preparation in a Modern Language and wish to continue the study of this language must take the Intermediate courses. It is permissible for students who have had two years of high school preparation in a Modern Language to discontinue the study of this language and to begin the study of another at Boston College. The elementary course may not be taken in any language in which the student has had two years of secondary school preparation.



Main Reading Room of Library



SCHOLARSHIPS AND SCHOLARSHIP EXAMINATIONS

Each year the College of Business Administration awards a number of scholarships by competitive examinations. These competitive scholarship examinations are identical with the June Entrance Examinations and are awarded on the basis of excellence in these examinations. Intention of entering these competitive examinations must be indicated by the candidate on the first page of the application blank in the space provided for this purpose.

Only those who would otherwise be fully certified can qualify for the Competitive Scholarship Examinations. There will be no Examination Fee for those who qualify for the Competitive Scholarship Examinations.

All scholarship candidates must fulfill all the requirements for admission to Boston College as outlined in this Bulletin.

Scholarship examinations will be held in connection with the June Examinations only.

No consideration will be given to preliminary examinations in determining the awards. All examinations must be taken the same year.

PROCEDURE OF CANDIDATES FOR ADMISSION TO FRESHMAN CLASS

1. Candidates should secure a copy of the Boston College School of Business Administration application form, which will be provided on request.

2. The candidate himself is to fill in properly and completely the information desired on pages 1 and 4 of the application form.

3. Next the candidate is to take the application form to his secondary school principal with the request that the principal:

a) fill in the information desired on pages 2 and 3 of the application form.

b) mail the completed application form to the Registrar of the Boston College School of Business Administration. (If a candidate has attended more than one secondary school, his scholastic record at each school should be sent by the respective principals or headmasters). It is important that Secondary School Records should come *directly* from the office of the principal to the Registrar of the Boston College School of Business Administration. Records brought by students will not be accepted as official.



4. When the candidate's application form has been received properly completed, the candidate will be notified of his status by the Registrar.

(Note) To receive consideration for the June 1940 Entrance (and Scholarship) Examinations, applications must be on file with the Registrar of the School of Business Administration not later than May 15, 1940.

To receive consideration for admittance in September, 1940, all applications must be filed before August 20, 1940.

All applicants for admission to the College of Business Administration, in addition to satisfying the general credit requirements already mentioned, must either be certified in the required subjects or successfully pass some one of the approved forms of College Entrance Examinations.

If the record of a candidate meets with the approval of the Board of Admissions, notice will be sent to him permitting him to take the examinations in question. It is not necessary to take examinations in all the branches which are studied in Secondary School and which are offered as Entrance Units; hence, notification will be sent at the same time, instructing the candidate which examinations he is to take. A list of these subjects will be found on page 25.

Entrance Examinations are conducted by the Board of Admissions of the College of Business Administration, in June and in August.

N. B. Cf. Note preceding August Examination Schedule, page 31.

The examinations conducted by the College Entrance Examination Board and by the Regents of the University of the State of New York (the New York Regents' Examinations) are also recognized by the College as equivalent to Entrance Examinations for Boston College, subject to the usual conditions.

A third approved set of examinations is that which is commonly taken by graduates of Jesuit High Schools in Boston and elsewhere; these are the "Province Examinations," or the Interscholastic Examinations of the Province, conducted by each of the American Jesuit Provinces. Graduates of Jesuit High Schools who plan to enter the College of Business should submit their applications and scholastic records to the Registrar of the College of Business Administration as specified above for all candidates.



ENTRANCE EXAMINATIONS

In the College of Business Administration Entrance (and Scholarship) Examinations for 1940, there will be a departure from past practice. Instead of the essay-type of examination a series of objective tests, suited to the Secondary School Curriculum, will be given, in the required subjects, to measure achievement. These tests should be taken "in stride", hence *special* preparation and "cramming" is not deemed advisable.

All candidates who are to take the College of Business Administration Entrance (and Scholarship) Examinations are required to take examinations in those subjects specified on the cards sent to candidates by the Registrar; alterations on those cards may be made only by the Dean or the Registrar.

PRELIMINARY EXAMINATIONS

Preliminary examinations for admission are allowed for the benefit of applicants who have not yet completed their secondary school courses, but who desire to take examinations in the subjects which they have already completed with a view to offering credit in these examinations for admission in the future. Such applicants are required to file applications and to submit their scholastic records to date in those subjects in which they desire to take examinations.

EXAMINATION FEES

The examination fee is five dollars for one examination or for two examinations, and ten dollars for more than two examinations. The fee is to be made payable to the Treasurer of Boston College and mailed to the Registrar. Candidates who wish to be considered for the College of Business Administration Entrance Examinations must pay the examination fee at least one week before the date set for the examinations. If a candidate is not permitted by the Board of Admissions to take the entrance examinations, the candidate will be notified and the examination fee will be refunded.

Successful candidates will be notified of their acceptance by the Registrar. The withdrawal of intention to take the examination forfeits the examination fee.

REGULATIONS FOR EXAMINATIONS

1. Upon notification of the approval of the candidate's application by the Board of Admissions, the Registrar will forward to the applicant cards which will admit him to the examinations if examinations are necessary.

2. All candidates must appear at the time specified for the examination.

3. No books or papers, other than the official examination books, are to be used in the examination room. The possession of any book, paper, or any unofficial material by a candidate will debar the candidate not only from the particular examination, but also from all other examinations conducted by Boston College. A candidate so debarred will forfeit his examination fee.

4. There is to be no communication direct or indirect between the examinees. If there is such communication, those involved will be obliged to leave the examination room and forfeit all credit for the examination. Furthermore, they will be barred from all future examinations conducted by the College. The judgment of the proctor in charge will be final.

5. Each candidate should read carefully the directions given on the examination sheet and understand clearly every direction before attempting to answer the questions. No concession will be made for any student's failure to follow the directions given.

6. All examination books will be supplied by the College.

7. The proctor will give all directions for the arrangement of the examination books. These directions should be closely followed by the candidates.

SUBJECTS IN WHICH CERTIFICATION OR ENTRANCE EXAMINATIONS ARE NECESSARY

Algebra.

Plane Geometry or Commercial Arithmetic¹.

Modern Language².

Latin or a Science or a Social Science³.

English.

1. As candidates offering Plane Geometry are given preference over those offering only Commercial Arithmetic, the applicant who offers both Plane Geometry and Commercial Arithmetic but does not present a certificate grade in either subject is required to obtain a satisfactory grade in the Entrance Examination in Plane Geometry.

2. Candidates who offer no Modern Language credits for admission will take an examination in a listed subject to be selected by the Board of Admissions and in which an examination is not already prescribed.

3. Certification in Latin will not be granted to candidates who offer less than two satisfactory units in this subject.

ANNUAL EXPENSE REQUIREMENTS

Since this Institution is not endowed, it is normally dependent for support and development on the fees paid for tuition and for the other Collegiate requirements. The following rules, therefore, must be strictly observed:

Applicants, who before August 1, 1940 are notified of acceptance by the Committee on Admissions, are, within ten days of receipt of notification, required to forward the sum of \$15.00 to the Boston College Treasurer. This sum will serve as a guarantee of the candidate's intention to register for the Freshman Class in September, 1940. Upon payment of this guarantee fee provisions will be made for the candidate on the Freshman Class Roster. This guarantee fee will be deducted from the candidate's First Quarter tuition bill. Failure to register forfeits this fee.

The payment of Tuition, Student Activities, Library and Registration Fees, is to be made by mail or in person, not later than the days assigned on the bill, which is mailed to the individual student about two weeks before the day assigned. Freshmen and other new students receive their first bills at the time of registration.

Bills as rendered are:

- (1) First Quarter—due on entrance in September.

Tuition: \$62.50.

With this quarter is also paid one-half of the Student Activities Fee (\$12.00), one-half of the Library Fee (\$5.00) and one-half the Accounting Laboratory Fee (\$5.00).

At this time the Registration Fee is also paid: for Upper Classmen, \$1.00; for Freshmen and New Students, \$5.00.

Total: for Upper Classmen, \$85.50, for Freshmen and New Students, \$89.50.

- (2) Second Quarter—due at the end of the first quarter, about the middle of November.

Tuition: \$62.50.

- (3) Third Quarter—due at the opening of the Second Semester at the end of January.

Tuition: \$62.50.

Also the other half of the Student Activities, Library and Accounting Laboratory Fees \$22.00. Total: \$84.50.

- (4) Fourth Quarter—due at the time of the end of the third quarter, about the middle of March.

Tuition: \$62.50.

This arrangement does not prevent students from making payments half-yearly or yearly in advance if they should wish to do so.

No student will be allowed to enter any class in September until his Class Card, which is issued at the Dean's Office on arrival, has been countersigned by the Treasurer, indicating that all financial matters have been satisfactorily adjusted.

At the opening of the Second Semester in February, there will be a second registration, to which no fee is attached. At this second registration students apply not to the Office of the Dean but to the Registrar's Office for Class Cards at the time when they make the payment of their bills for the Third Quarter. The issuance of this card will indicate that all financial matters are satisfactorily adjusted to date. This Class Card is to be shown to each Professor at the beginning of classes on or before the opening of the Second Semester. Delaying until the day on which the Second Semester opens will cause congestion and may involve loss of class credit for one or more days.



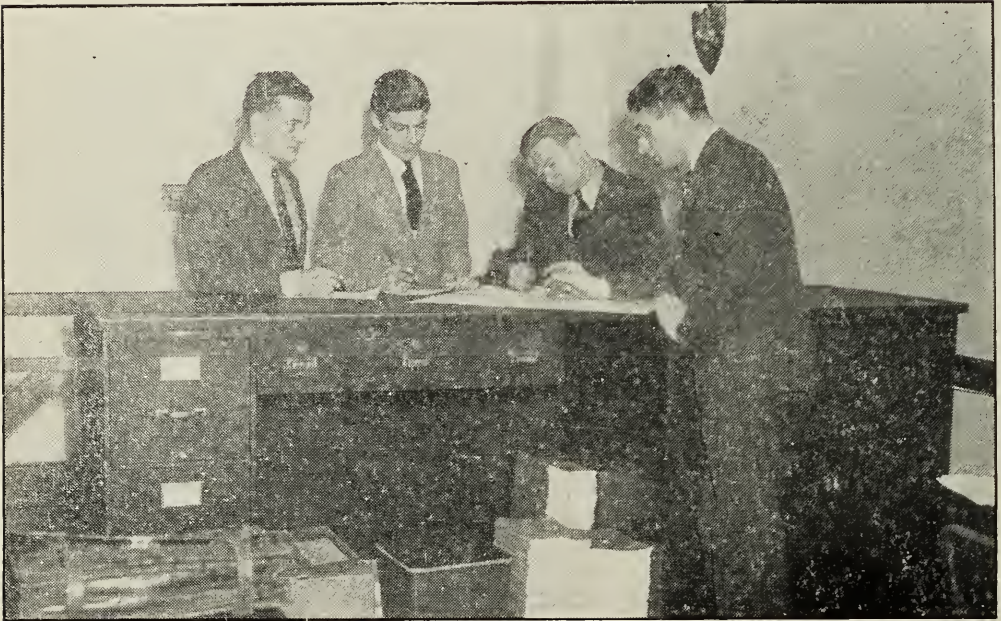
Holders of Scholarships are not exempt from the payment of Registration, Student Activities, Library and Laboratory Fees.

No refund of the Quarterly Tuition will be made after the expiration of the first week of the Quarter.

The "Student Activities" Fee subsidizes expenses incident to the conduct of various extra-curricular activities, entitles the student to subscriptions for the "Stylus and the "Heights," to the usual athletic reductions during the football and baseball seasons, and to a ticket of admission to the annual College Concerts, the annual College Play and to various extra-curricular lectures provided by the College authorities.

Summary of Annual Expense Requirements

General Fees	Registration—upper classes (not refundable)	\$ 1.00
	Registration—new students (not refundable)	5.00
	Tuition—payable quarterly in advance	250.00
	Student Activities—payable semi-annually with tuition	24.00
	Library—payable semi-annually with tuition	10.00
Special Fees	Condition Examination	5.00
	Deficiency Course	20.00
	Certificates, Marks, etc.	1.00
	Accounting Laboratory—payable semi-annually	10.00
	Graduation	10.00



REGISTRATION

To avoid the confusion and delay caused by a misunderstanding on the part of the registrants, attention is earnestly directed to the fact that Registration and the adjustment of Tuition payments are not to be postponed to the opening day of classes. The opening day of Freshman Classes is September 12, 1940. Registration must be attended to before this time.

DAYS FOR REGISTRATION

The following days have been assigned for Freshman Registration and adjustment of Tuition payments:

September 6th, 7th, 9th, 10th and 11th.

METHOD OF REGISTRATION

On the days assigned for Registration, students should present themselves at the office of the Registrar where a set of printed cards will be issued to them. The student should not apply for a Registration Card unless he is prepared to make payment of his First Quarter bill in full. These cards will indicate the assignments of the class sections for the coming year and will be stamped with the approval of the Dean's Office. All the information asked for on these cards for the College files should be filled in and the card shown to the Registrar for his approval.

The student should then present himself at the Treasurer's Office for payment. All the cards excepting one will be kept at this Office. One card will be returned to the student, countersigned by the Treasurer. This is the student's Class Card and is to be shown to the Class Professors on the opening day of school.

No student will be allowed to enter class without this Class Card, stamped by the Dean's Office and countersigned by the Treasurer. Any student not present for the formal opening of classes should know that this absence will be counted among the limited number of absences which are allowed before a Deficiency is incurred.

PAYMENT OF BILLS

It is recommended that payments of tuition, etc., be made by check or by Postal Money Order.

Checks should be made out for the proper amount of tuition and fees. Since personal checks will not be cashed, any surplus over the proper amount for tuition, fees, etc., will not be refunded.

No refund of the Quarterly Tuition will be made after the expiration of the first week of the Quarter.

N. B. Business with the Treasurer will be transacted only during office hours: Daily 9.00 A. M. to 4.00 P. M.

Saturdays, 9.00 A. M. to 12.00 M.

Schedule of Entrance Examinations, June, 1940

June 6, 1940

Mathematics	9.30 A.M.-12.00 M.
French	1.30 P.M.- 4.00 P.M.
German	1.30 P.M.- 4.00 P.M.
Italian	1.30 P.M.- 4.00 P.M.
Spanish	1.30 P.M.- 4.00 P.M.
Special Examinations	1.30 P.M.- 4.00 P.M.

June 7, 1940

Chemistry	9.30 A.M.-12.00 M.
Physics	9.30 A.M.-12.00 M.
Biology	9.30 A.M.-12.00 M.
History	9.30 A.M.-12.00 M.
Social Sciences	9.30 A.M.-12.00 M.
Latin	9.30 A.M.-12.00 M.
English	1.30 P.M.- 4.00 P.M.

**All examinations will be conducted in Room 201,
Tower Building, Boston College.**

N. B. The schedule given below is not a guarantee that examinations will be held in August. If the number of successful candidates in June exhausts the physicals limits of the Freshman Class, no August examinations will be held.

Due to the fact that secondary school offices generally do not open until September, applicants should file scholastic records at Boston College before the closing of school offices.

Schedule of Entrance Examinations, August, 1940 **August 27, 1940**

Mathematics	9.30 A.M.-12.00 M.
French	1.30 P.M.- 4.00 P.M.
German	1.30 P.M.- 4.00 P.M.
Italian	1.30 P.M.- 4.00 P.M.
Spanish	1.30 P.M.- 4.00 P.M.
Special Examinations	1.30 P.M.- 4.00 P.M.

August 28, 1940

Chemistry	9.30 A.M.-12.00 M.
Physics	9.30 A.M.-12.00 M.
Biology	9.30 A.M.-12.00 M.
History	9.30 A.M.-12.00 M.
Social Sciences	9.30 A.M.-12.00 M.
Latin	9.30 A.M.-12.00 M.
English	1.30 P.M.- 4.00 P.M.

All examinations will be conducted in Room 201, Tower Building, Boston College.

GENERAL DESCRIPTION OF CURRICULUM AND REQUIREMENTS FOR DEGREE

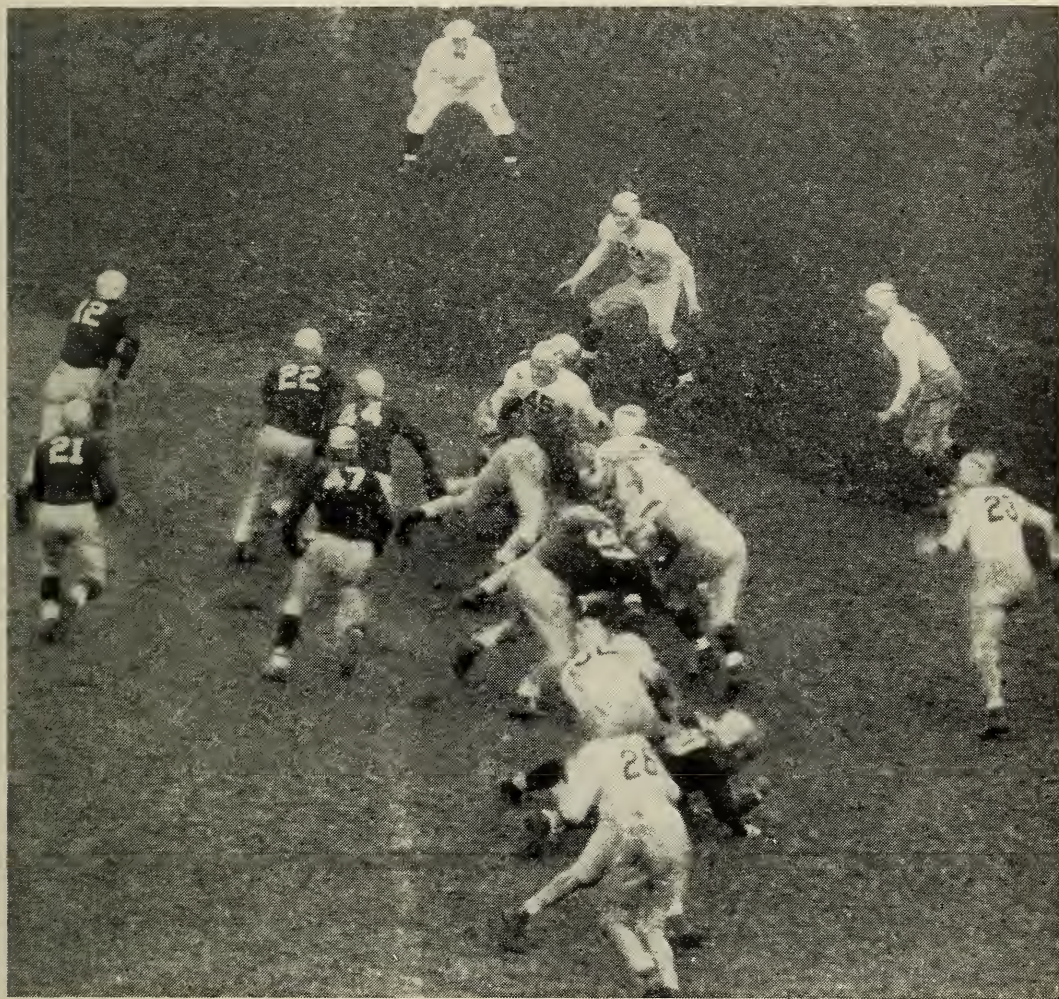
The College of Business Administration offers a four-year undergraduate curriculum which leads to the academic degree of Bachelor of Science in Business Administration. The Jesuit system of education is based frankly on the fact that genuine education demands throughout the supervision and control of trained, experienced educators, and is not a thing to be regulated by the inexperienced student himself. Therefore, the studies which have been found to be the best instruments for imparting this general education are prescribed throughout the course with proper attention given to concentrated work in technical business subjects.

Accordingly, the young High School graduate who wishes to matriculate at the College of Business Administration will enter upon a four-year college curriculum which falls into two natural divisions. The first of these, namely his Freshman and Sophomore years, consists of prescribed courses in which he will obtain the necessary foundations upon which to build the more specialized courses of his Junior and Senior years. During these first two years, the student will acquire the necessary cultural background from his studies in English Literature, Modern Language, History, Government and Religion, while the fundamental principles of business will be provided in courses of Accounting, Business Organization, Economic Resources and the Principles of Economics.

Towards the end of the Sophomore year, every candidate for the degree must select, with the advice of his Faculty Advisor, that "field of concentration" in business economics which is to be followed during the last two years of his course. This "Major" study comprises: (a) 18 semester hours of instruction in the same subjects or in subjects so closely related as to form a well unified field of study; (b) assigned reading or investigation in the designated subject; (c) before April 1st of the Senior Year, the student will be obliged to submit a thesis of approximately 3,000 words on some portion of his "Major" approved by the Head of the Department.

In addition to the choice of that "field of concentration" made at entrance to Junior year, Seniors are permitted a further choice of a limited number of electives on the approval of the Dean.

During these last two years the student will continue his study of Religion and add the crowning achievement of the Jesuit curriculum, Scholastic Philosophy, with its departments of Dialectics, Epistemology, Cosmology, Psychology, Ethics and Natural Theology.



STUDENT ORGANIZATIONS

Most American Colleges today emphasize and many, perhaps, over emphasize the so-called "extra curricular activities". The Jesuit system of Education realized the need of a supplement to the formal courses of study in the regular curriculum. It has found such activities, when judiciously employed, a means of providing the opportunity for profitable academic exercises which cannot be conveniently attempted in ordinary class work. Following this tradition the College of Business Administration offers her students a varied program of extra curricular activities which include the following:

The League of the Sacred Heart.

The Sodality of the Immaculate Conception.

The Dramatic Society.

The Music Clubs:—Band-Orchestra—Glee Club.

The Debating Society.

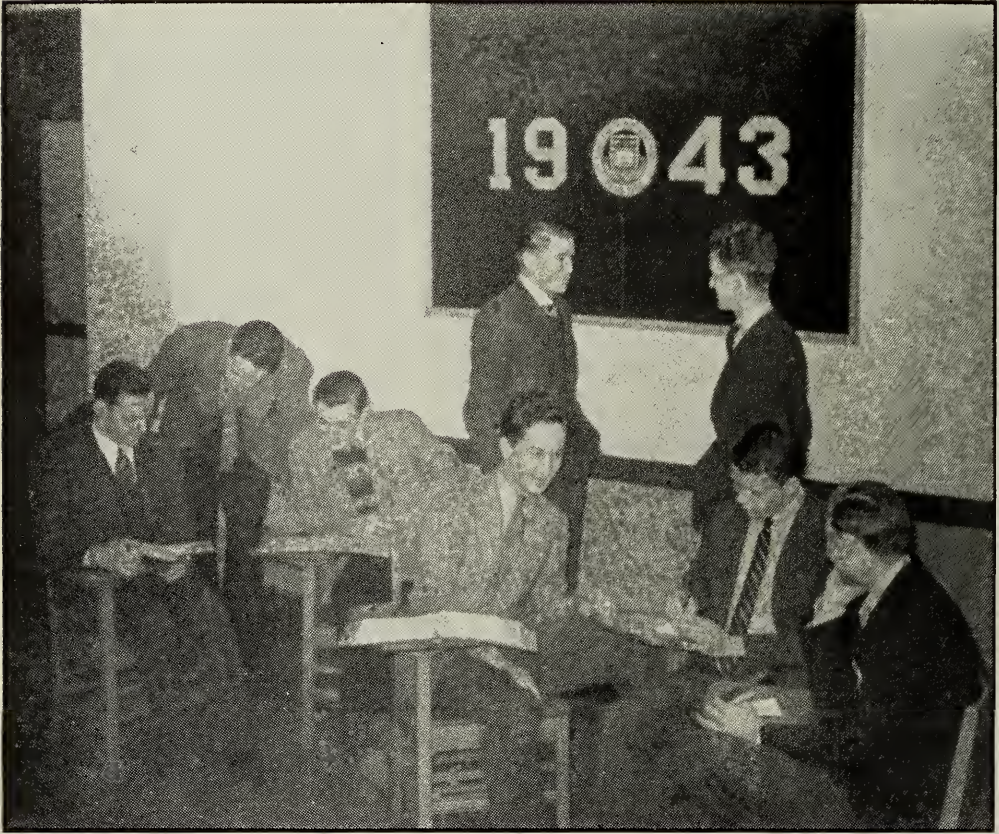
The Gerard Manly Hopkins Literary Society.

The Language Academies.

The St. Thomas More Business Club.

The Economics Academy.

Athletics:—Football, Hockey, Track, Baseball, Tennis, Golf and Fencing.



A CORNER OF RECREATION ROOM
Period of Relaxation



**REQUIREMENTS FOR DEGREE
BACHELOR OF SCIENCE
IN BUSINESS ADMINISTRATION
MAJOR IN ACCOUNTING***

FRESHMAN YEAR			
	<i>1st Sem.</i>	<i>2nd Sem.</i>	<i>Yr's Cred.</i>
English	4 hrs.	4 hrs.	8
Modern Language	3 hrs.	3 hrs.	6
Religion	2 hrs.	2 hrs.	2
Elementary Accounting	4 hrs.	4 hrs.	8
History	2 hrs.	2 hrs.	4
Economic Geography	1 hr.	1 hr.	2
Business Organization and Finance ...	2 hrs.	2 hrs.	4
	18	18	34
SOPHOMORE YEAR			
	<i>1st. Sem.</i>	<i>2nd Sem.</i>	<i>Yr's Cred.</i>
English	4 hrs.	4 hrs.	8
Government		3 hrs.	3
Economic History	3 hrs.		3
Religion	2 hrs.	2 hrs.	2
Intermediate Accounting	3 hrs.	3 hrs.	6
Principles of Economics	3 hrs.	3 hrs.	6
Modern Language	3 hrs.	3 hrs.	6
	18	18	34
JUNIOR YEAR			
	<i>1st. Sem.</i>	<i>2nd Sem.</i>	<i>Yr's Cred.</i>
Philosophy	6 hrs.	6 hrs.	10
Religion	2 hrs.	2 hrs.	2
Advanced Accounting	3 hrs.	3 hrs.	6
Business Law	4 hrs.	4 hrs.	8
Corporation Finance	3 hrs.	3 hrs.	6
	18	18	32
SENIOR YEAR			
	<i>1st. Sem.</i>	<i>2nd Sem.</i>	<i>Yr's Cred.</i>
Psychology and Natural Theology	4 hrs.	4 hrs.	8
Ethics and Sociology	4 hrs.	4 hrs.	8
Religion	2 hrs.	2 hrs.	2
Business English	2 hrs.	2 hrs.	4
Advanced Accounting Problems	3 hrs.		3
Cost Accounting		3 hrs.	3
Auditing	1 hr.	1 hr.	2
Taxes	1 hr.	1 hr.	2
	17	17	32

*This schedule of courses is subject to change at the discretion of the Dean and his Advisory Committee.

**BACHELOR OF SCIENCE
IN BUSINESS ADMINISTRATION
MAJOR IN BUSINESS MANAGEMENT***

FRESHMAN YEAR	1st Sem.	2nd Sem.	Yr's Cred.
English	4 hrs.	4 hrs.	8
Modern Language	3 hrs.	3 hrs.	6
Religion	2 hrs.	2 hrs.	2
Elementary Accounting	4 hrs.	4 hrs.	8
History	2 hrs.	2 hrs.	4
Economic Geography	1 hr.	1 hr.	2
Business Organization and Finance	2 hrs.	2 hrs.	4
	18	18	34
SOPHOMORE YEAR	1st Sem.	2nd Sem.	Yr's Cred.
English	4 hrs.	4 hrs.	8
Government	3 hrs.		3
Economic History		3 hrs.	3
Religion	2 hrs.	2 hrs.	2
Intermediate Accounting	3 hrs.	3 hrs.	6
Principles of Economics	3 hrs.	3 hrs.	6
Modern Language	3 hrs.	3 hrs.	6
	18	18	34
JUNIOR YEAR	1st Sem.	2nd Sem.	Yr's Cred.
Philosophy	6 hrs.	6 hrs.	10
Religion	2 hrs.	2 hrs.	2
Business Law	4 hrs.	4 hrs.	8
Corporation Finance	3 hrs.	3 hrs.	6
Business Management	3 hrs.	3 hrs.	6
	18	18	32
SENIOR YEAR	1st Sem.	2nd Sem.	Yr's Cred.
Psychology and Natural Theology	4 hrs.	4 hrs.	8
Ethics and Sociology	4 hrs.	4 hrs.	8
Religion	2 hrs.	2 hrs.	2
Business English	2 hrs.	2 hrs.	4
Advanced Corporation Finance	2 hrs.	2 hrs.	4
Advanced Business Management	2 hrs.	2 hrs.	4
Taxes	1 hr.	1 hr.	2
	17	17	32

*This schedule of courses is subject to change at the discretion of the Dean and his Advisory Committee.

**BACHELOR OF SCIENCE
IN BUSINESS ADMINISTRATION
MAJOR IN MARKETING***

FRESHMAN YEAR	1st Sem.	2nd Sem.	Yr's Cred.
English	4 hrs.	4 hrs.	8
Modern Language	3 hrs.	3 hrs.	6
Religion	2 hrs.	2 hrs.	2
Elementary Accounting	4 hrs.	4 hrs.	8
History	2 hrs.	2 hrs.	4
Economic Geography	1 hr.	1 hr.	2
Business Organization and Finance	2 hrs.	2 hrs.	4
	18	18	34
SOPHOMORE YEAR	1st Sem.	2nd Sem.	Yr's Cred.
English	4 hrs.	4 hrs.	8
Government	3 hrs.		3
Economic History		3 hrs.	3
Religion	2 hrs.	2 hrs.	2
Intermediate Accounting	3 hrs.	3 hrs.	6
Principles of Economics	3 hrs.	3 hrs.	6
Modern Language	3 hrs.	3 hrs.	6
	18	18	34
JUNIOR YEAR	1st Sem.	2nd Sem.	Yr's Cred.
Philosophy	6 hrs.	6 hrs.	10
Religion	2 hrs.	2 hrs.	2
Business Law	4 hrs.	4 hrs.	8
Corporation Finance	3 hrs.	3 hrs.	6
Marketing	3 hrs.	3 hrs.	6
	18	18	32
SENIOR YEAR	1st Sem.	2nd Sem.	Yr's Cred.
Psychology and Natural Theology	4 hrs.	4 hrs.	8
Ethics and Sociology	4 hrs.	4 hrs.	8
Religion	2 hrs.	2 hrs.	2
Business English	2 hrs.	2 hrs.	4
Advanced Corporation Finance	2 hrs.	2 hrs.	4
Advance Marketing	2 hrs.	2 hrs.	4
Taxes	1 hr.	1 hr.	2
	17	17	32

*This schedule of courses is subject to change at the discretion of the Dean and his Advisory Committee.

For further information kindly address

THE DEAN

COLLEGE OF BUSINESS ADMINISTRATION

OF

BOSTON COLLEGE

UNIVERSITY HEIGHTS

CHESTNUT HILL, MASS.

College

...OF...

Business Administration

+

All Classes in

THE COLLEGE OF BUSINESS ADMINISTRATION

— AT —

UNIVERSITY HEIGHTS

CHESTNUT HILL

MASSACHUSETTS

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